

# **Administrative Guideline No. 11**

**Subject: YOUTH SERVICES**

**Adopted by the Board October 14, 1992**

**Revised March 18, 1998; February 12, 2003; September 8, 2004; February 21, 2007; August 13, 2008; April 14, 2009; December 9, 2009; September 21, 2011; May 8, 2013; April 9, 2014; March 18, 2105; April 13, 2017; March 18, 2020; December 9, 2020; April 14, 2021; February 9, 2022**

The Youth Services collection has a variety of materials in a range of formats, which are selected for children from birth through the elementary grades in order to meet their educational, social-emotional, recreational and informational needs. Other groups targeted are parents, caregivers, teachers, grandparents and daycare providers. Diversity in the community creates a demand for materials depicting a variety of cultures and lifestyles. Selectors should be mindful of diversity by including representation across race, religion, culture, ability, age, gender, gender identity, sexual orientation, and viewpoint within all formats, subjects and genres. Collections should be representative the local community, but also be representative of global diversity.

At no time will library staff act in loco parentis. The responsibility of use and viewing of library materials by children rests solely with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that children may view or come into possession of them.

As a basic selection criteria across all formats, the actual materials to be purchased, whether used within our facilities or circulated, will be reviewed in terms of physical safety and health considerations, particularly in terms of very young children.

As statistics become available, all materials will be considered for withdrawal after a period of low circulation unless the information remains current and relevant. All materials will be weeded for poor condition on an ongoing basis.

## **NON-FICTION**

The youth non-fiction collection consists of informational, educational and recreational materials for children through the fifth grade. The collection reflects a wide range of reading levels.

Areas of high demand in each of the Dewey Classifications are as follows:

### **j000's GENERAL STUDIES**

Computers and unexplained phenomena such as UFO's.

Add to keep current with changing technology. Weed for poor condition.

### **j100's PHILOSOPHY AND PSYCHOLOGY**

Psychology, astrology, ghosts, death, divorce, self-help and personal growth and development. Retain as long as books circulate, or as long as demand requires. Weed for poor condition.

#### j200's RELIGION AND MYTHOLOGY

Religions in many cultures, especially the Bible, Judaica, and mythology. Maintain current material on each religion represented in the community. Maintain mythology books in good condition for school assignments.

#### j300's SOCIAL STUDIES

Environment, government, disabilities, social issues and folk and fairy tales, fables and legends. Maintain previous editions of current issues and environmental issues that continue to circulate, and if the material remains relevant and accurate. Maintain folk tales from around the world, including various editions of one tale or fractured retellings of traditions tales in good condition. Strive to maintain folk tales from countries and ethnicities represented in the community.

#### j400's LANGUAGES

International languages, sign language and dictionaries at various levels. Maintain international language books that reflect community needs; maintain at least one dictionary in each language heavily represented in the community; upgrade as community profile changes and for school assignments.

#### j500's PURE SCIENCES

Science projects, astronomy, animals, and the life sciences.

Retain math books for 5 years. Replace pure science books every 5 years.

Pure Sciences: physics, astronomy, chemistry, geology, biology. Update time sensitive material as needed.

#### j600's APPLIED SCIENCES

The human body, pets, inventions, toilet training, transportation and cooking. Monitor and replace books as needed on pets and cooking.

#### j700's ART AND RECREATION

Crafts, hobbies, music, sports, magic, video games, drawing and painting and other arts. Retain all general sports, art, music, drawing and game books in good condition as needed.

#### j800's LITERATURE

Poetry, plays, classics, public speaking and writing instruction.

Retain poetry, riddle, and joke books in good condition as needed for school assignments.

#### j900's HISTORY

The subjects of geography, travel, United States history, and world history. This collection covers all periods in United States history and basic world history. Individual materials on the states of the United States and countries of the world are collected. Collected biographies of persons in history are included in this area.

### **jBIOGRAPHIES**

Contemporary and historical figures representing a large cross-section of society. Retain works with lasting interest or influence, or for school assignments, particularly sports figures, entertainers, inventors and scientists, and political figures. Weed for condition and interest.

### **YOUTH REFERENCE**

The reference collection includes materials to satisfy a child's personal interests and curiosity about the world as well as the student's need for information for school assignments. Online services are available for young students at both facilities that include web-based encyclopedias and databases that provide magazine and newspaper articles and resources on history, culture and science. Professional material for librarians, teachers, and parents is also included, especially in the area of children's literature. At the Main Library, adult reference books are included when appropriate for children's needs. Some items duplicate those in the adult reference collection, as determined by demand, especially in the areas of science and countries of the world.

Retain World Book Encyclopedia for 2 -3 years as needed.

### **HOLIDAY COLLECTION**

Books in the holiday collection include board books, picture books, easy readers, fiction and non-fiction and are arranged by holiday and marked with a theme related sticker on the spine. The holiday designations include Valentine's Day, Easter, Halloween, Thanksgiving and Christmas. Books about the Jewish holidays are indicated by a Jewish star at the top of the spine and the name of the specific holiday at the bottom. Books about Islamic holidays are indicated by a crescent at the top of the spine and the specific holiday at the bottom. Books dealing with other holidays are indicated by a "Holiday" sticker at the top of the spine and the name of the specific holiday at the bottom. Retain holiday books with lasting interest or for school assignments. Weeding is done with an emphasis on condition, interest and use.

### **PARENT/TEACHER COLLECTION**

Youth Services maintains a collection of materials, print and media offering practical suggestions and ideas for rearing, educating and entertaining children from infancy through the elementary grades. Emphasis is placed on the lower end of the age spectrum. When selecting these materials, primary consideration is given to the concerns of new parents, parents of children with special needs, working mothers, single parents, divorced parents, and blended families dealing with the challenge of raising children. The needs of preschool teachers, daycare providers, and homeschoolers are also considered. Special emphasis is placed on books that support the Common Core Standards. Materials covering the latest trends and research on

early child development and emergent literacy are of particular importance in support of the Library's Grow Up Reading™ initiative. Retain parent/teacher books with lasting interest. Weeding is done with an emphasis on condition, interest, currency and use.

*Special consideration: There is no separate Parent/Teacher Collection at the Branch, but titles are available to its patrons by daily delivery.*

## **YOUTH PERIODICALS**

The periodical collection in Youth Services supports the recreational, informational and educational needs of children through the fifth grade and represents a wide variety of subjects and interests. It will include a collection of professional journals and parenting magazines, whose contents support the needs of parents, teachers, daycare providers and librarians.

*Special consideration: youth periodicals are maintained for one year at both facilities.*

## **YOUTH PICTURE BOOKS**

A large picture book collection is maintained for the preschool child through second grade. It is designated JE or Juvenile Easy and a large yellow and black letter signifying the first letter of the author's last name identifies each book. Picture books may be either educational or recreational in intent and are distinguished by their illustrations. They may be designed to help develop a child's understanding of concepts, to help develop coping skills or an understanding of peer or family relationships, or to develop a positive self-image.

Common themes such as moving, starting school or the birth of a sibling are in high demand, as are concept books to meet the beginning educational needs of preschoolers. Concept books are indicated with a sticker on the top of the spine indicating which concept is covered in the book. Special attention is given to purchasing Caldecott and Newbery Award winning books as well as popular movie and media tie-ins. Multiple copies of these titles and those of popular authors are purchased.

The Main Library also maintains a selection of oversized picture books. These items, known as big books, are available for circulation.

For the youngest children, a board book collection featuring books with sturdy, colorful, glossy cardboard pages is maintained.

Retain picture books with lasting interest and award status. Weeding is done with an emphasis on condition, interest and use.

## **YOUTH EASY READERS**

The easy reader collection is comprised of fiction and nonfiction titles and specifically addresses the reading development needs of the child from preschool through second grade. Vocabulary is controlled and text is well spaced. Illustrations are secondary to

text and in many cases reinforce the text. Multiple copies, including paperbacks, are routinely purchased. An effort is made to purchase popular character and media tie-in titles. Also popular in this collection are beginning “chapter books”, which introduce young people to recreational reading. To help parents select titles that are appropriate for their child’s reading level; the Easy Readers are organized into 4 groups and have a corresponding colored label signifying the first letter of the author’s last name:

White (Pre-Emergent)-Easiest beginning reader

Orange (Emergent)-Print size and spacing still exaggerated

Green (Early Fluent)-These books have smaller print, fewer pictures, and more advanced vocabulary than earlier readers

Blue (Fluent)-Beginning chapter books

Retain easy readers with lasting interest or relevance. Weeding is done with an emphasis on condition, interest and use.

## **YOUTH FICTION**

The juvenile fiction collection contains titles that meet the recreational and educational interests of students in second through fifth grade. The reading levels of all students are taken into consideration. Recognized children's classics are well represented and an effort is made to include most books that have won children's literary awards or appear on recommended lists.

Genres including historical fiction, mystery, science fiction and fantasy are shelved within the fiction collection and are designated by special spine labels. Other genres including sports, animals, media tie-ins and humor are also popular. Short chapter books written at second and third grade level to satisfy a reader's needs during that transitional learning period are also purchased. Titles that are considered transitional, or beginning chapter books are indicated with a “chapter book” sticker on the spine. Titles part of popular series are well represented and shelved separately in a series section.

Graphic novels for elementary-aged children are purchased and shelved separately.

Retain fiction with lasting interest and award status. Weeding is done with an emphasis on condition, interest and use.

*Special consideration: Multiple copies of titles on lists from reading incentive programs and required reading lists at schools attended by residents are purchased. Titles on lists from schools eligible for outreach services are purchased in large quantity.*

## **YOUTH DVDs**

Youth DVDs are developed with an emphasis on developing a well-rounded collection reflecting the viewing interest and needs of children and their caregivers. Preschoolers, their parents and caregivers and elementary age children are the primary users of these popular items. Entertainment features, especially Disney and Nickelodeon productions, subjects as fairy tales, animals and pets, holidays, music sing-a-longs and preschool

level learning exercises, homework support materials and quality productions on a variety of subjects make up the collection. Weeding is done with an emphasis on condition, interest and use. Multiple copies of popular theatrical releases are purchased to meet demand.

*Special Consideration: DVDs subject to moratorium such as Disney vaulted titles, are purchased in numerous copies to ensure holdings until the moratorium is lifted.*

### **YOUTH BOOKS ON CD AND READ-ALONG KITS**

The youth CD collection includes the spoken word, and instructional information. This collection is geared toward the toddler through the upper elementary age child. Read-along kits, which include the audio with the book utilizing a CD or other digital device, are geared toward the child in preschool through fifth grade and include picture books, easy readers, chapter books in both fiction and nonfiction. Weeding is done with an emphasis on condition, interest and use.

### **YOUTH INTERACTIVE MULTIMEDIA**

Public access tablets are available for use by young visitors in the Youth Services Room at both facilities. The tablets are loaded with interactive apps designed for children age birth through elementary. Tablets can be used anywhere in the building. Each tablet has a pair of child-size headphones attached. Additional headphones and splitters are available upon request should a caregiver wish to listen with their child. Each tablet is preloaded with educational games and activities that support early literacy skills, STEM skills, and foreign language learning; and apps as well as games designed for children with special needs.

Discovery Tablets, specially cased tablets preloaded with educational games for children, are available for circulation at both facilities. Discovery Tablets are selected based on educational value and popular appeal and are geared toward ages 3 – 10.

### **REALIA**

Realia such as blocks, puzzles, activity tables, puppets, magnetic letters and shapes and interactive books are purchased and created for younger children. Manipulatives, games, and other activities that support STEAM and literacy skills are also purchased and created for school age children. Assorted board games are purchased for children ages birth - 11. These materials are all for in library use. Emphasis is placed on selecting items that support early literacy and STEM skills. Additional items are also purchased to enhance children's programs.

Both facilities offer educational and developmentally-appropriate toys and activities in support of play to enhance learning. This core collection of realia for the Activity Centers and Youth Services Rooms are permanently maintained at the respective facility for in-building use. An emphasis is placed on selecting items that support early literacy and STEAM skills. Realia such as blocks, puzzles, activity tables, puppets, magnetic letters and shapes are purchased for younger children.

Activities and supplies used for the STEAM, Literacy, and Portal areas are purchased centrally, stored at Main, and rotated between facilities on a regular basis. The STEAM and Literacy areas are geared towards elementary aged children, while the Portal activities are for younger children. The rotation is coordinated in advance by designees of the Westacres Branch Manager and Coordinator of Youth Services and noted on a shared calendar.

A small collection of supplies and realia that are used on a weekly basis for youth programs are stored permanently at Westacres. This may include rhythm sticks, scarves, shakers, and bubbles. Supplementary program materials that are used less frequently will be centrally purchased, stored at Main, and rotated to the Branch as needed. This may include storytime books, finger puppets, and seasonal items. The rotation is coordinated by the Early Childhood Specialists.

### **eBOOKS**

The eBook collection consists of a Metro Net shared collection of titles as well as a collection of titles only accessible by West Bloomfield cardholders. The Metro Net collection includes titles that are selected by committee members representing seven libraries, including West Bloomfield. A portion of the collection includes youth eBooks that are popular and have the widest possible appeal and interest to members of all seven libraries accessing the collection.

The non-shared eBook collection contains titles that reflect the interests and needs of children in the library's service community. Emphasis is placed on high-interest, high demand popular fiction titles, and materials that support curriculum and homework assignments. Selection is limited due to publisher restrictions. Whenever available, multiple copies of titles from reading programs and school assignments are purchased. This service is only accessible to West Bloomfield cardholders.

*Special consideration: Multiple copies of titles on lists from reading incentive programs and required reading lists at schools attended by residents are purchased. Titles on lists from schools eligible for outreach services are purchased in large quantity if demand warrants.*

### **eAUDIOBOOKS**

The eAudiobook collection includes contemporary and classic fiction, popular series and some non-fiction for children. This service is only accessible to West Bloomfield cardholders.

### **VIDEO GAMES**

Video games for the most popular gaming platforms are considered for purchase. As new gaming platforms become available, the library will determine if additional platforms may be added to the collection. Effort will be made to purchase games that may also feature educational, problem solving and informational themes. This collection is directed towards patrons ages nine and under, and ratings purchased will be EC (early

childhood) and E (everyone). Weeding is done with an emphasis on condition, interest and use.

### **DIGITAL MUSIC**

The digital music collection includes popular mainstream genres such as pop, rock, country, jazz, show tunes, soundtracks and classical music of all types as well as music recorded specifically for children. Selection can be limited based on vendor agreements with particular music labels. Digital music subscriptions are considered that offer popular and varied genres of music with a respect for copyright use and a site layout that is well organized and easy to navigate. Additional selection considerations include: ease of use, simultaneous users, update frequency, additional cost, licensing requirements, technological compatibility, customer support and staff training. This service is only accessible to West Bloomfield cardholders.

### **DIGITAL VIDEO**

The digital video collection includes episodes of popular television shows, feature films, videos that provide homework support and learning enrichment, documentaries, and instructional videos. Selection can be limited based on vendor agreements and studio restrictions. Additional selection considerations include: ease of use, simultaneous users, update frequency, additional cost, licensing requirements, technological compatibility, customer support and staff training. This service is only accessible to West Bloomfield cardholders.

### **DIGITAL MAGAZINES**

The digital magazine collection for Youth Services reflects both the educational needs and recreational interests of children through the fifth grade. Emphasis is placed on selecting titles that are also popular in the traditional print format. Titles are selected in order to complement and supplement the print periodicals collection. Magazines that are not carried in the print collection but fulfill a niche for children, parents and educators within the community will be weighed heavily during selection in order to maintain a diverse and unique digital collection. This service is only accessible to West Bloomfield cardholders.

### **SELF-PUBLISHED WORKS**

The Library generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews (Amazon reviews are not sufficient), meet a need that cannot otherwise be met, or are in particularly high demand.

### **NON-CIRCULATING COLLECTION**

A non-circulating, special collection of children's books is retained at the Youth Services Information Desk at the Main Library. This collection, while primarily composed of Caldecott-winning titles, may also include titles that no longer meet the collection development criteria or may be considered hard to replace due to cessation of publication, but are retained for the purpose of historical perspective.